

ANNEX A

PROCEDURES FOR ADMINISTERING THE EXCHANGE OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

1. This Annex to the Agreement between the Department of the Navy of the United States of America and the Chilean Navy regarding the Exchange of Administrative and Professional (A&P) Personnel provides the procedures for nominating and assigning A&P personnel from one Party to defense organizations of the other Party.
2. The exchange of A&P personnel under this Agreement between the U.S. Navy and the Chilean Navy shall be administered by designated Executive Agents as stated in Article III. The Executive Agents shall be the single points of contact with the other Party for the administration of the A&P Program.
3. The Executive Agents shall request their subordinate organizations to submit candidate personnel applications for consideration as an A&P exchange participant. The personnel application should include a resume in the format of Appendix 1 of Annex A.
4. Candidate applications shall be submitted by the Managing Agent of the Parent Party to its government's Embassy for forwarding to the Managing Agent of the Host Party. The submission of the applications or exchange of the candidates' resumes should occur at least nine (9) months prior to the desired assignment start date unless otherwise agreed to by the Parties.
5. The Executive Agent of the Host Party shall distribute the candidates' resumes it receives to its defense organizations for review and placement selection.
6. After review and coordination of the resumes and identification of applicable assignments, the Executive Agent of the Host Party shall submit proposed position descriptions in the format of Appendix 2 of Annex A, at least four (4) months prior to the expected assignment start date, to the Parent Party. Appropriate documentation (visas, visit requests, etc.) shall be submitted to the Executive Agent of the Host Party in a timely manner.
7. Upon notification of approval and acceptance of the position descriptions by the Parent Party, the Executive Agent of the Host Party shall notify the responsible defense organizations of the individuals' arrival dates. The responsible defense organizations shall, in turn, notify the respective supervisors of the arrival of the A&P personnel and encourage personal contact between the supervisors and A&P personnel prior to arrival. The Parent Organization, usually the supervisors, shall be assigned to meet A&P personnel on their arrival and help make the necessary living arrangements for A&P personnel and their families.
8. The Executive Agent of the Host Party shall arrange a briefing for all new A&P personnel prior to departure for their assignments. It is suggested that the A&P personnel's Embassy arrange an in-

briefing for all new A&P personnel, normally to be held at the A&P personnel's Embassy. At this in-briefing, the Executive Agent of the Host Party shall provide an overall welcome to this Exchange Program and emphasize security system requirements. Members of the receiving defense organizations shall be in attendance and familiarize A&P personnel with that organizations' missions, as well as the specific assignments and locations.

9. The Executive Agent of the Host Party, along with the A&P personnel's Embassy point of contact, shall be the interface with all supervisors and/or A&P personnel in administering this Exchange Program.

10. The Executive Agent of the Host Party shall arrange for proper end-of-assignment ceremonies and out-briefings. It is suggested that a prominent individual from the Host Party community address A&P personnel when there is a group departing. A certificate of completion may be presented to each foreign A&P participant. The Executive Agent of the Host Party shall provide a security debrief and allow the individuals a final opportunity to comment on their experiences with the A&P Exchange Program.

Appendix 1

PROFESSIONAL BACKGROUND, CAREER AREAS OF INTEREST AND ASSIGNMENT OBJECTIVES

1. Personal Data:

Name:

Rank or Title:

Professional or Administrative Specialty:

Passport No:

Marital Status: (if children, how many, ages and sex)

Address:

Office:

Telephone:

Home:

Telephone:

2. Education:

Name of college/university

Degree received/subject

Licenses and Professional Certification (as appropriate)

3. Professional Employment:

(List military and civilian employment)

4. Name of Present Organization:

5. Language Proficiency:

- a. Recent aptitude/proficiency scores, if applicable
- b. Academic Language Training or Language Experience

6. Career Areas of Interest and Assignment Objectives:

a. Career Areas of Interest

- 1.
- 2.
- 3.

b. Assignment Objectives

- 1.
- 2.
- 3.

Appendix 2

POSITION DESCRIPTION

- 1. Title of Position:**
- 2. Position Location:**
- 3. Qualifications/Skills Required for Position:**
- 4. Description of Specific Duties:**
- 5. Supervisor:**

Name:

Title/Grade:

Address:

- 6. Security Clearance Required:**

ANNEX B

CERTIFICATE OF CONDITIONS AND RESPONSIBILITIES

I understand and acknowledge that I have been accepted for assignment to (Name and location of organization to which assigned) pursuant to an agreement between the Department of the Navy of the United States of America and the Chilean Navy. In connection with this assignment, I further understand, acknowledge, and certify that I shall comply with the following conditions and responsibilities:

1. The purpose of the assignment is to gain knowledge of the organization and management of Host Party (cite applicable area for A&P assignment) defense activities. There shall be no access to information except as required to perform the duties described in the position description of the position to which I am assigned, as determined by my designated supervisor.
2. I shall perform only functions that are properly assigned to me as described in the position description (PD) for my assignment and shall not act in any capacity on behalf of my government or my Parent Party or Parent Organization.
3. All information to which I may have access during this assignment shall be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any other person, firm, organization or government without the prior written authorization of the Host Party.
4. When dealing with individuals outside of my immediate office of assignment on official matters, I shall inform such individuals that I am a foreign exchange person.
5. I have been briefed on, understand, and shall comply with all applicable security regulations of the Host Party and the Host Organization.
6. I will immediately report to my designated supervisor all attempts to obtain, without proper authorization, classified, restricted, proprietary or controlled unclassified information to which I may have access as a result of this assignment.

Mariano Sarratea Saint-Lawrence
(Signature)

MARIANO-SARRATEA SAINT-LAWRENCE

(Typed Name)

VICEALMIRANTE

(Rank/Title)

DONE at Valparaiso, this 31 day of December 2005.

(Date)